



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

August 27, 2003

TO: School Administrators

FROM: Rusty Rosenkoetter, Director
Educator Certification

SUBJECT: Certification Changes Effective August 28, 2003
Substitute Certification Change Effective December 1, 2003

Effective August 28, 2003, the previous three-level system of certification was replaced with a two-level system. The categories of PC1, PC2 and CPC were replaced with the Initial Professional Certificate and the Career Continuous Professional Certificate.

- The **Initial** certificate is a four-year certificate issued to new graduates or individuals with fewer than four years of teaching experience. It requires:
 - Completion of a background check issued by the Highway Patrol & FBI (cost of \$38)
 - Participation in two years of a district-provided mentoring program
 - Participation in a beginning teacher assistance program (the hours of which do NOT count as professional development)
 - Completion of 30-contact hours, during the four-year initial certification, of professional development (may include college credit)
 - Successful completion of PBTE.
 - There is no fee for the initial certification.
- The **Career** certificate replaces the CPC level. It is a continuous certificate based on:
 - Paying a \$35 application fee
 - Yearly completion of 15-contact hours of professional development (may include college credit)
 - Successful completion of yearly PBTE;OR
 - An individual can become exempt from the annual 15-contact hours requirement by obtaining two of the following:
 - Ten years of teaching experience
 - A master's degree
 - Rigorous national certification.

For example: An individual with three years of experience and a PC1 certificate that expires on September 15, 2003, would apply for an extension of the PC1 for one year (in order to meet the four-year experience requirement). On September 15, 2004, this teacher would pay the \$35 fee to upgrade to a Career certificate.

Another example: An individual with nine years of experience and a PCII that expires on September 30, 2003, would apply for an upgrade to the Career certificate to upgrade to the new Career level/certificate.

We encourage you to use "Search Educator Certification Files" to determine the status of subject, grade-level, effective date and expiration date of individual certifications. The URL is http://k12apps.dese.state.mo.us/webapps/tcertsearch/tc_search1.asp . At this site, you must enter an educator's last name and social security number to access the data.

The Educator Certification and Core Data sections are designing a simple system of reporting professional development activities. We hope to have an on-line reporting form available in the near future (likely part of Screen 19). Attached is a draft form that may be used by local districts in recording the annual professional development required contact hours. A contact hour is defined as 1 clock hour = 1 contact hours and/or 1 college credit = at least 15 contact hours.

If you have questions regarding the changes in educator certification, please feel free to contact me or my staff at 573/751-0051.

/rr

attachment

Suggested recordkeeping form for:

REQUIRED PROFESSIONAL DEVELOPMENT FOR EDUCATORS

[illegible]

Initial Certification requires total of 30-contact hours.
Career Certification requires 15-contact hours yearly.

Core Data Screen 19: Educator (name) met the yearly requirements to continue his/her current certificate of license to teach. Yes No